

## **Boxgrove Parent Teacher Association (BPTA) Policies**

The BPTA is an independent voluntary, charitable organisation, consisting of parents, supported by teachers and the school. Our purpose is to support the school in improving and augmenting the facilities and educational resources already in place.

To achieve our purpose, the BPTA recognises that the:

- Money raised coming from BPTA events and fundraising are held in a safe and well-managed way.
- All BPTA profit is spent on improving experiences of pupils at Boxgrove Primary School.
- Committee members declare any interests that conflict with the BPTA purpose.

Holding events and dealing with finance means that there are risks being managed and mitigated. The BPTA has therefore decided to adopt the following policies and procedures to ensure that our purpose is achieved:

- 1. Risk Management (Physical)**
- 2. Risk Management (Financial)**
- 3. Conflict of Interests**
- 4. Complaints handling**
- 5. DPA protection for members**
- 6. Safeguarding children**

Members of the BPTA Committee have agreed the following BPTA policies and procedures.

These policies will be available on the PTA Section of the Boxgrove Primary School website and all Committee members are responsible for making themselves aware of our duties and policies.

The BPTA will review our policies annually.

Amendments will be made on a simple majority of the Committee and in the event of a tie the Chair will have a casting vote.

The BPTA Committee will decide, by simple majority, which events will take place in any school year. In the event of a tie the Chair will have the deciding vote. In accordance with the BPTA purpose it is important that risks at any event are removed or minimized.

### **1. Risk Management (Physical)**

Health and safety are key considerations for the BPTA. Before putting on any event one or more members will carry out a full risk assessment providing a record of its findings that can be produced in the event of an incident. A representative from the Boxgrove Senior Leadership Team will approve all risk assessments prior to events. The extent of the assessment will depend on the nature of the event and will be held for a period of 12 months.

The BPTA has a duty of care to show that:

- It undertook a comprehensive check.
- It sought advice taken from the school/venue and local authority (if applicable).
- It identified who might be affected.
- Appropriate steps to deal with hazards were agreed.
- Precautions to reduce the risk were understood and any remaining risk was low.
- All Committee members are aware of the process.

## **2. Risk Management (Financial)**

In order to achieve its purpose, the BPTA recognises that steps must be taken to ensure that all profit is collected, securely held and spent or given to appropriate people to spend on items or services that improve and augment pupils lives at Boxgrove Primary School.

Teachers and staff at Boxgrove Primary School will follow official procedure, in particular by submission of a PTA Funding Request form, to make funding requests which will be approved by Committee Members or voted on at meetings for authorisation.

The BPTA Committee is collectively responsible for its finances and must formally agree to any project. However, it is the responsibility of the Treasurer to ensure that all financial transactions are presented and recorded correctly.

### **Money Authorisations**

The following controls will be applied when managing the money raised by the BPTA:

- All purchases over £100 must be agreed by the Committee before they are made.
- All donations to the school shall be approved by the Committee either at Committee meetings or via majority agreement electronically.
- The maximum payment that will be given for expenses without a receipt is £5. If one is not available, then a petty cash slip signed by the Treasurer and recipient will suffice.
- All other purchases including stationery costs will be paid when accompanied by receipts as long as they have been agreed in principle by the Committee.

### **Bank Account Management**

The bank accounts will be maintained according to the following rules:

- The bank mandate shall require two signatories for each cheque.
- The Treasurer is authorised to operate the bank accounts and will retain passwords for electronic banking.
- Movement of money between accounts and payments from accounts require an initial request, normally from the Treasurer, and approval from a second authorised account holder.
- The Treasurer shall make a regular review of deposit, investment, current and all other accounts suitable for charities.

## **Handling Cash**

There are extra rules for the handling of cash due to the difficulty of tracking transactions:

- For large events, there will be a minimum of two people counting cash.
- Money from events will be banked within a week of the event unless required for petty cash to pay outstanding expenses or for floats at future events.
- A maximum of £120 will be held in petty cash for payments for expenses.
- Petty cash will be kept in the school safe. The safe will only be accessible by school staff whereas the key to the cash box will only be openable by BPTA Committee/Events Organisers.

## **Accounts and Recording Transactions**

The Treasurer shall keep the accounts up to date to produce accurate reports for the Committee and to keep track of cash and bank balances:

- The Treasurer shall produce an income and expenditure statement and bank reconciliation for all Committee meetings plus breakdown of events as requested.
- The Treasurer shall record the flow of money into and out of the BPTA.
- All the money received by the BPTA must be recorded, no matter how small the amount may be. The full income figure should be recorded and not netted against any expenditure
- All payments made from the account or out of cash income must be recorded and the receipt should be produced before the payment is made.
- Bills must be paid when they are due.

## **Insurance**

BPTA's insurance provides its members with cover against fraud or dishonesty by any member of the Committee, including the Treasurer.

It is a condition of the current policy that cheques bear two signatures and an independent annual examination or audit of the accounts is carried out by someone other than a Committee member or their relatives.

It is the responsibility of the Committee as a whole to ensure that the above is adhered to.

The Treasurer must also ensure that a reasonable standard of care and supervision of the BPTA's monetary affairs is implemented.

## **Identifying Facilities & Spending Funds**

In order to ensure that the profit the BPTA makes is spent on items or services that improve or augment the facilities and experiences at Boxgrove Primary School for the benefit of pupils, the BPTA will allocate in accordance with four key areas namely:

- Regular contributions to classes

- Regular contributions to the school Hardship Fund
- Faculty requests from teachers
- Any other funding requests made by the school

All requests will be recorded through meetings minutes or ongoing documentation.

The BPTA will consider the requests considering:

- Any previous large expenditure to that area
- Any other large expenditure items that have been agreed
- The overall benefit to the pupils of the school

Where the BPTA agrees a purchase, the requester will be informed, and the Treasurer will release the money to the Boxgrove Primary School Finance Department once the purchase cost has been confirmed.

BPTA Committee members have a duty to declare any conflicts of interest regarding all agreed expenditure as per the Conflicts of Interest Policy details below.

### **3. Conflicts of Interest**

The BPTA Committee understands that it is our duty to make decisions that are in the best interests of the school. We know that where any of us hold a personal or other interest, this will stop us from achieving this duty and acting in the best interests of our BPTA and thereby the school. Our BPTA Committee takes the following steps to identify and deal with any conflicts of interest by asking all Committee members to declare any conflict of interest:

- When they are newly appointed.
- At every Committee meeting where expenditure is to be agreed.
- Whenever a Committee member becomes aware of a conflict of interest.

All new Committee members will be made aware of this policy and the advice on conflicts of interest laid out by the Charity Commission for England and Wales <https://www.gov.uk/guidance/manage-a-conflict-of-interest-in-your-charity>

Any conflicts will be noted in the Committee meeting minutes.

Any Committee member with an identified conflict is asked to withdraw from any discussion of and/or vote on that issue. Where conflicts of interest arise, we detail in the minutes of the Committee meeting how this is addressed.

Where possible, our BPTA works to make sure there is a good mix of parents and staff from across the school that are involved in our BPTA. This stops any one part of the school from being overly represented.

Where decisions may favour a year group, subject area or particular aspect of the school over others, we ensure that we have specifically consulted (school, governors, members) as we see fit to ensure this is appropriate; and over a period of time, we ensure that all aspects of the school benefit and that this benefit is close to being equal.

We review this policy annually (in advance of our AGM) and make it available to our members via the school website so they understand how the Committee is operating in the best interests of the BPTA.

#### **4. Complaints Handling**

To work effectively the BPTA recognises it needs to handle data appropriately and deal with complaints.

Through the provision of its policies and procedures the BPTA Committee intends that parents/carers will be able to see what money is spent on and understand in overview the decisions of the Committee. However, it is recognised that complaints may arise, either about a Committee decision or individual Committee members. In the event of a complaint the following procedure will apply:

The Chair will reply to the complainer, having satisfied themselves as to the nature of the complaint and the action of the member/Committee if not already known.

If the complaint is made about the Chair, the Secretary or Treasurer will perform the above role.

If the matter is not resolved the BPTA Committee will meet to decide the response, in liaison with Boxgrove School as necessary and appropriate, and in accordance with the Learning Partners Academy Trust complaints policy <https://athena-cb.s3.amazonaws.com/uploads/document/Trust-Complaints-Policy-Procedures-2.2-PUBLISHED.pdf?t=1669889521?ts=1669889521>.

#### **5. Data protection guidance**

To help improve communication between members, and to assist with the organisation of events, the BPTA collects, stores, and uses personal information about their members, including home address details, telephone numbers and/or email addresses.

As the BPTA only holds personal data for the purposes of membership or for providing and administering activities for members then we recognise that we are exempt from registering as a data controller. The fact that the BPTA holds personal data on Committee and/or members does however imply we have a duty to use this information responsibly.

##### **Legitimate Reasons for Data Being Held**

The BPTA will only hold information about members in these circumstances:

- The Secretary holds a list of all volunteers that wish to be sent a copy of the meeting minutes
- Events' organisers hold lists of members who are willing to be asked to volunteer at events.
- Data has been voluntarily provided by parents/carers for use for specific events.

## **Ensuring Responsible Use**

The BPTA will ensure that the information it holds is subject to the following controls:

- Data will be deleted when no longer required either because the member has left or has asked to be removed from the volunteer lists.
- Members will be aware that we hold this information because they have voluntarily supplied it when filling in BPTA forms or sign-up sheets.
- No data held on members will be passed onto third parties outside the Committee/Events organisers and will only be shared within Committee on a need-to-know basis.
- Data on hardcopy or softcopy forms will be held securely as far as reasonably possible.

All other data privacy will be as per the Learning Partners Academy Trust Data Privacy policy <https://www.learningpartners.org/11/privacy-statement?search=PRIVACY%20STATEMENT>

## **6. Safeguarding**

The BPTA have adopted the Learning Partners Academy Trust Safeguarding policy as we believe this offers appropriate support for such risks given the overriding duty of the school.

[https://athena-cb.s3.amazonaws.com/uploads/key\\_information/Trust-Safeguarding-Policy-Statement-2022-1.2-APPROVED.pdf?ts=1667829454126](https://athena-cb.s3.amazonaws.com/uploads/key_information/Trust-Safeguarding-Policy-Statement-2022-1.2-APPROVED.pdf?ts=1667829454126)

All BPTA committee members will be required to read the guidance once a year and any concerns for pupils that BPTA members identify during BPTA events will be brought to the attention of the Boxgrove Primary School Safeguarding Officer.

## **Additional Information**

In the event that policies change, links to up-to-date policies for Learning Partners Academy Trust are below:

<https://www.learningpartners.org/346/key-information/category/36/policies-1>